



26379 Fremont Rd.  
Los Altos Hills, CA 94022  
(650)941-7222 FAX (650)941-3160

## APPLICATION FOR EMPLOYMENT

**Position desired:** \_\_\_\_\_

***An Equal Opportunity Employer*** - The Town of Los Altos Hills is an equal opportunity employer, and does not and will not discriminate on the basis of race, religion, national origin, sex, age, disability, marital status, or status as a disabled veteran. Information provided on this application will not be used for any discriminatory purpose.

***Please read carefully and provide all information requested.***

***A résumé may not be submitted in lieu of a completed  
Town of Los Altos Hills application for employment<sup>(1)</sup>.***

### PERSONAL

Full Legal Name: \_\_\_\_\_ Age (if under 18) \_\_\_\_\_  
*Last First M.I.*

Address \_\_\_\_\_  
*Number and Street Apt/Suite No. City State Zip*

Home Phone \_\_\_\_\_ Mobile Phone \_\_\_\_\_ E-mail Address \_\_\_\_\_

Do you have a valid driver's license? Yes \_\_\_\_\_ No \_\_\_\_\_ License No. \_\_\_\_\_ State Issued \_\_\_\_\_

Have you ever been convicted of charges other than minor traffic violations? <sup>(2)</sup> \_\_\_\_\_ (The existence of a criminal record is not an automatic bar to employment.) If yes, please explain: \_\_\_\_\_

Do you have any relatives employed by the Town? \_\_\_\_\_ If yes, give names and relationship: \_\_\_\_\_

Are you willing and able to respond to nighttime or weekend emergencies? \_\_\_\_\_

Former Legal Name: \_\_\_\_\_  
*Last First M.I.*

<sup>(1)</sup> *Incomplete applications will be destroyed without notification to the applicant. Complete applications may be retained in the Town's recruitment files for two (2) years from the date of application. You may submit a new application at any time.*

<sup>(2)</sup> *You may exclude convictions that have been sealed, expunged or eradicated, misdemeanor convictions for which probation has been completed, and certain marijuana convictions set out in California Labor Code Section 432.8.*

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**EDUCATION** – Please provide information of all schools attended, starting with high school. Use additional sheets as necessary. If selected as a finalist, applicant will be required to provide official transcripts for all post-secondary education.

School Name	City, State	Years Attended	Degree/ Diploma Conferred	Credits / Unit Hours	Primary Area of Studies

## PROFESSIONAL SKILLS & ABILITIES

Machines or equipment qualified to operate:

Computer skills (hardware and software):

Other skills that would qualify you for position sought:

## LICENSES & ASSOCIATIONS

Professional licenses, registrations, associations:

**PROFESSIONAL REFERENCES** - List three (3) professionals who are well acquainted with your workplace qualifications. These references will not be contacted without your prior consent.

Name	Address	Telephone No.	Relationship
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**EXPERIENCE** — Please provide a complete work history for the past fifteen (15) years or since your final year of schooling, whichever is most recent starting with current or most recent employer. Use additional sheets as necessary. Explain any gaps during this period. "See Résumé" in lieu of completing this section or omitting any information requested may disqualify this application from consideration.

\_\_\_\_\_  
*Name of Employer* From \_\_\_\_\_ To \_\_\_\_\_

\_\_\_\_\_  
*Street* *City and State* Salary \_\_\_\_\_  
*Start* *Present/Final*

\_\_\_\_\_  
*Supervisor: Name/Title* May we contact? \_\_\_\_\_ Telephone \_\_\_\_\_

Your title and duties \_\_\_\_\_

Reason for leaving \_\_\_\_\_

\_\_\_\_\_  
*Name of Employer* From \_\_\_\_\_ To \_\_\_\_\_

\_\_\_\_\_  
*Street* *City and State* Salary \_\_\_\_\_  
*Start* *Present/Final*

\_\_\_\_\_  
*Supervisor: Name/Title* May we contact? \_\_\_\_\_ Telephone \_\_\_\_\_

Your title and duties \_\_\_\_\_

Reason for leaving \_\_\_\_\_

\_\_\_\_\_  
*Name of Employer* From \_\_\_\_\_ To \_\_\_\_\_

\_\_\_\_\_  
*Street* *City and State* Salary \_\_\_\_\_  
*Start* *Present/Final*

\_\_\_\_\_  
*Supervisor: Name/Title* May we contact? \_\_\_\_\_ Telephone \_\_\_\_\_

Your title and duties \_\_\_\_\_

Reason for leaving \_\_\_\_\_

\_\_\_\_\_  
*Name of Employer* From \_\_\_\_\_ To \_\_\_\_\_

\_\_\_\_\_  
*Street* *City and State* Salary \_\_\_\_\_  
*Start* *Present/Final*

\_\_\_\_\_  
*Supervisor: Name/Title* May we contact? \_\_\_\_\_ Telephone \_\_\_\_\_

Your title and duties \_\_\_\_\_

Reason for leaving \_\_\_\_\_

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## ADDITIONAL INFORMATION

### AGREEMENT

I hereby certify that the information contained in this application form is true and correct to the best of my knowledge and agree to have any of the statements checked by the Town unless I have indicated to the contrary. I authorize the references listed above to provide the Town any and all information concerning my previous employment and any pertinent information that they may have. Further, I release all parties and persons from any and all liability for any damages that may result from furnishing such information to the Town as well as from the use or disclosure of such information by the Town or any of its agents, employees, or representatives. I understand that any misrepresentation, falsification, or material omission of information on this application may result in my failure to receive an offer or, if I am hired, in my dismissal from employment.

Applicant Signature \_\_\_\_\_

Date \_\_\_\_\_

### OPTIONAL INFORMATION:

To assist in future recruitment efforts, please indicate where you saw this job listed:

☐ CalOpps.org

☐ Newspaper/Publication (please specify): \_\_\_\_\_

☐ Websites of professional organizations (please list): \_\_\_\_\_

☐ Other online job board (please specify): \_\_\_\_\_

☐ Town of Los Altos Hills website